



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 04-05-037	OPENING DATE: 05-02-05	CLOSING DATE: 05-16-05	OPEN TO ALL CANDIDATES
POSITION: Mail Clerk/Driver JS0305-05	TYPE OF APPOINTMENT: Career Service	SALARY AND BENEFITS: \$28,620 - \$37,211 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Administrative Services	LOCATION: 500 Indiana Avenue NW	TOUR OF DUTY: Full-time	

BRIEF DESCRIPTION OF DUTIES: Incumbent is responsible for the daily pick-up, opening, sorting and routing of all DC Courts mail, and the pick-up and delivery of sensitive mail to various other government and non-government agencies in the DC area, such as US Congress, US Supreme Court and the Administrative Office of the US Courts. Maintains and submits route trip records to Mail Room Supervisor.

MINIMUM QUALIFICATIONS: A high school diploma or General Equivalence Diploma (G.E.D.) and at least one (1) year of clerical experience. This position additionally requires the possession and maintenance of a valid motor vehicle operator's permit. Please submit copies of your high school diploma or G.E.D. certificate, your Motor Vehicle Operator's Permit, and your most recent performance evaluation with your application (if available).

SELECTION PROCESS: All candidates who meet the minimum qualifications will be tested on Postal Management Skills (alphabetic and numeric filing). A structured oral interview will be required of the highest qualified candidates. You will need to successfully complete a background security investigation before you can be appointed into this position

Submit Court Application to:

DC Courts, Human Resources Division, 500 Indiana Avenue NW, Washington, DC 20001.

For information call (202) 879-0496, Fax (202) 879-2873 or visit us on the web at www.dccjobs.gov

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.